



## **REQUEST FOR PROPOSAL: CSAE OTTAWA-GATINEAU TÊTE-À-TÊTE ON-LINE REGISTRATION & TRADE SHOW WEBSITE**

### **1.0 Introduction**

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The Canadian Society of Association Executives Ottawa-Gatineau Network (CSAE O-G) is seeking a proposal from qualified individuals or companies to provide exhibitor and delegate on-line registration and trade show website.

This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that the Ottawa-Gatineau Network reserves the right to:

- a. Accept a proposal without negotiation
- b. Negotiate changes to the technical or financial content of the successful proposal
- c. Cancel or reissue this RFP at any time

The information contained in this document is proprietary to CSAE O-G and may not be divulged to any third party.

Questions relating to this request for proposal should be directed to:

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CSAE O-G Special Events Co-Chair  
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**Proposals should be submitted to CSAE O-G by June 21<sup>st</sup>, 2018**

CSAE Ottawa-Gatineau Network  
P.O. Box 72024, Kanata North RPO  
Kanata, ON K2K 2P4  
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## **2.0 About CSAE Ottawa-Gatineau**

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CSAE is the national non-profit association of professionals who manage Canada's most progressive associations, as well as those who supply the sector with essential products and services. CSAE has approximately 2,800 members who are organized into seven networks across Canada, including the Ottawa-Gatineau Network.

The Ottawa-Gatineau Network of CSAE has 760 members and spans the Quebec and Ontario sides of the Canadian National Capital Region. Seventy per cent (70%) of these Network members are executive members who manage trade, professional, philanthropic and single or common interest organizations. The rest of the Network members are business members who represent organizations that offer services and products to the Ottawa-Gatineau association community.

### **Ottawa-Gatineau Network Mission, Strategy and Services**

The Ottawa-Gatineau Network seeks to provide CSAE members in the Ottawa-Gatineau area with membership services complementary to those provided by CSAE National Office.

The Ottawa-Gatineau Network Council formulates annual operational plans outlining its mission, vision and member service objectives.

The Ottawa-Gatineau Network delivers its services through four (4) service-related network committees: Program & Education, Special Events, Membership, and Communication. The Network has a contract with AMCES, an association management company, who is responsible for managing the operations of the Network.

## **3.0 Scope of Work Required from a Company or Individual**

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Tête-à-Tête is the premier trade show for association leaders, meeting planners and business partners from the Ottawa-Gatineau Region. The 2019 trade show will be held at the EY Centre on January 30<sup>th</sup>, 2019, and will feature approximately 160 full size booths, 60 mini-booths, 20 tabletops and 650 pre-registered delegates.

### **The goals of the exhibitor on-line registration:**

- Exhibitor registration that allows exhibiting companies electronic payment with Visa, MasterCard and AMEX.
- A system that manages inventory.
- The ability to view, sort and print report that may include financial and exhibitor data.
- Trigger automatic payment receipts and email confirmation.
- The ability for exhibitors to return to the registration system to update or change information, i.e. Exhibitor name badges.
- Social media marketing tools inclusive within the registration system.
- Exhibitor registration to go live at 12 noon EDT on September 19<sup>th</sup>, 2018.

**The goals of the delegate on-line registration:**

- Delegate registration - no fee for delegates to attend.
- Capture delegate profile and compile buyers guide (see attached sample questions).
- The ability to view, sort and print registration reports.
- Trigger automatic delegate registration confirmation via email.
- The ability for delegates to return to the registration system to update or change information, i.e. Delegate name badge, session attendance, cancellation.
- Social media marketing tools inclusive within the registration system.
- Delegate registration to go live on November 14<sup>th</sup>, 2018.

**The goals of the Trade Show Website:**

- Promote the Tête-à-Tête Trade Show
- Provide unique pages for exhibitor, sponsor, delegate, and speaker information
- Provide hyperlinks for each speaker

**4.0 Request for Proposal Selection Process and Timelines**

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All proposals will be reviewed by the CSAE O-G Special Events Committee who will be responsible for the preliminary selection of the service provider. Preference will be given to CSAE Ottawa-Gatineau members and the following factors will be considered when assessing your submission:

- Membership: CSAE members are not awarded contracts by default; however, membership will be a determining factor if all remaining criteria are equal between bidders.
- Responsiveness: Based on submitting proposals on time and by responding to inquiries in a timely manner, openness to being questioned on aspects of the proposal and demonstration within the proposal of how the designer will react (timeline) to inquiries, requests and general administration requirements during the contract period, etc.
- References: Supply reference names & numbers.
- In-Kind Sponsorship opportunity will be considered.

**Cost Estimate**

All candidates must submit an estimate based on the work outlined in this RFP.

**Proposals should be submitted to CSAE O-G by June 21st, 2018.**